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GOVERNMENTAL SPACE STUDY
PITT COUNTY, NORTH CAROLINA

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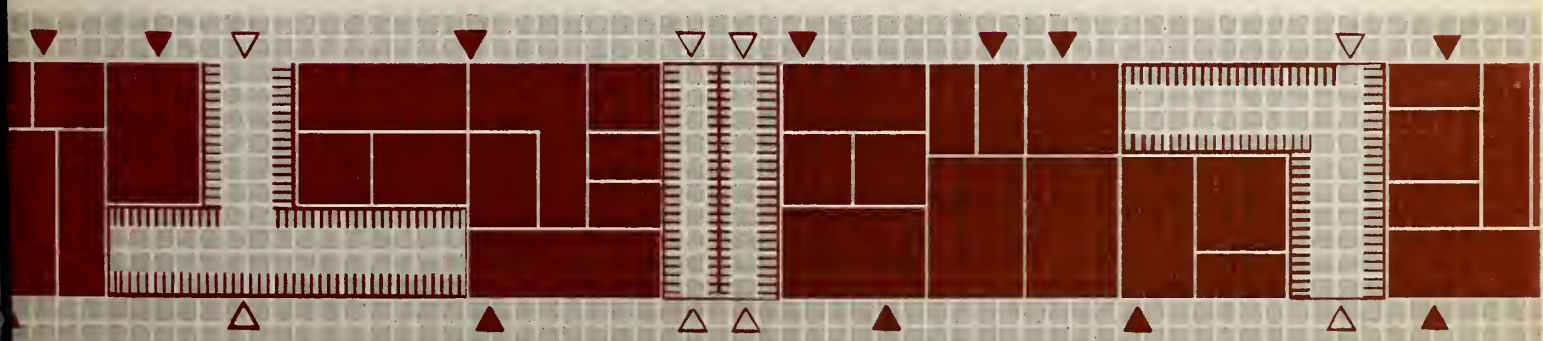
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GOVERNMENTAL SPACE STUDY

PITT COUNTY, NORTH CAROLINA

A BACKGROUND STUDY FOR PLANNING



DIVISION OF COMMUNITY PLANNING, 1966

GOVERNMENTAL SPACE STUDY

PITT COUNTY, NORTH CAROLINA

A BACKGROUND STUDY FOR PLANNING

The preparation of this report was financially aided through a Federal grant from the Urban Renewal Administration of the Department of Housing and Urban Development under the Urban Planning Assistance Program authorized by Section 701 of the Housing Act of 1954, as amended.

FOREWORD

In April 1964, the City of Greenville contracted with the Division of Community Planning for technical assistance in formulating a land development plan for the future, in preparing a zoning ordinance in accordance with the land development plan, in completing a neighborhood analysis, and in producing a governmental space study which is contained in this publication.

This element of the contract, the governmental space study, is concerned with the present adequacy and deficiency of governmental office space within the Greenville Planning Area, which includes the land within the city limits and that which extends up to one mile beyond in all directions. The information in this report has been garnered through the aid of a large number of people whose names it would be impractical to list here but, nevertheless, are due a very appreciative thank you. Response to nearly all questionnaires was prompt and factual in content. This study could not have been undertaken without the aid of these public employees.

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THIS REPORT HAS BEEN PREPARED FOR
THE COUNTY OF PITT & THE CITY OF GREENVILLE
NORTH CAROLINA

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THIS REPORT HAS BEEN PREPARED BY
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DEPARTMENT OF CONSERVATION AND DEVELOPMENT

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THE COURTHOUSE & ANNEX



THE MUNICIPAL BUILDING



THE OLD HOSPITAL BUILDING



THE POST OFFICE

SECTION I. INTRODUCTION

It is perhaps more than a coincidence that the increasing complexity of conducting one's daily affairs closely corresponds with the ever deepening governmental involvement in nearly each and every phase of community life. The quickening pace of post-war population growth, sweeping socio-economical change, phenomenal technological innovations, etc. are all good reasons why a person is more dependent upon others today than ever before; more specifically dependent upon public agencies for health, safety, and welfare services in one form or another.

In recent years, the demands of the populace have indeed been placed upon governmental agencies at all levels for the timely upgrading of service, in quality as well as in quantity.

The scope of governmental functions has also been widened. No longer will the government merely administrate and uphold whatever that is in the name of public health, safety and welfare according to the contemporary reading of the Constitution. Now it is contended that the public agencies shall go forth and actively promote such programs which are in consonance with the above mentioned objectives. This activist interpretation adds new dimensions to the nature of governmental operations and induces, in no small measure, the creation of numerous new public agencies which, in turn, opens up entirely new horizons of employment opportunities.

Local statistics confirm the above related trends. In Greenville, the county seat, governmental employment more than doubled between 1940 and 1960.* A similar trend has been observed for the remainder of Pitt County also. Based on realistic estimates as furnished by each of the individual local governmental agencies, the indication is that the current trend of high level governmental employment will continue well into the 1970's.

*See Appendix 'H', Population & Economy of Greenville, N. C., Division of Community Planning, 1965.

Governmental operations as they are generally known then are not of great vintage. The sudden flurry in construction of governmental buildings throughout the country during the past several years points up the wide gap of informational deficiency in understanding functional needs of a typical governmental agency, e.g., office space needs, parking requirements, and locational determinants.

Through this study, it is hoped that some relevant information may be gained regarding the various physical needs of the public buildings in the Greenville Planning Area.

SECTION II. PURPOSE & SCOPE

Originally contracted in 1964, this study was intended to provide space estimates which would usefully serve the architects in designing the office complex that became the County Courthouse Annex. That particular exigency has long since passed. The gleaming, curtain-walled building connected to the old Courthouse is now a physical reality.

The space problems for County agencies as a whole, however, have not been completely solved, as this study shall presently reveal. Nor have a number of other related problems been solved, such as: off-street parking, existing versus preferred office location, and adequate preparation for the anticipated personnel increase, as well as several others. In fact, for some offices newly relocated in the Courthouse Annex, a space shortage problem remains.

Meanwhile, as a result of the rapid progress made in the Urban Renewal Projects in downtown Greenville, several questions have arisen: some of which demand urgent replies. The most significant among these is the problem of current use and of proposed use of downtown land. The eventual success of an Urban Renewal Project depends to a large extent upon the proper re-use of cleared or rehabilitated land. This study may partially contribute to the answering of that question by scrutinizing all

public agencies within the greater Greenville area and finding out the respective agencies' spatial, locational and other characteristics.

Thus, with no need of being perfunctory as per original intent, the revised purpose is now three-fold:

First, to up-date the space requirements as well as other related needs for all county agencies located within the greater Greenville area;

Second, to determine the locational, spatial, as well as other requirements for all other public agencies within the greater Greenville area; and

Third, to render the data or information thus gained usable as a direct input for designs by architects, planners, development officials and other interested parties.

Only those agencies located within the greater Greenville area have been taken into consideration by this study. The "greater Greenville area" includes all the surrounding area within one mile of the city limits as well as Greenville proper. In reality, however, all but one or two of the agencies surveyed lie within the city limits. Some agencies, such as the Voice of America of the U. S. Information Bureau and the old County Home, located beyond the one mile limit, are not included in the study.

All told, some 53 public agencies at various governmental levels are counted within the study area. These encompass municipal, county, state, federal, joint city-county and other governmental levels. Also included are a few quasi-public organizations such as the Chamber of Commerce, Red Cross, etc. - the type of semi-official agencies one finds in nearly all communities above the minimal population size. In Table I on page 4 are listed the name, governmental level and address of each of the offices counted.

Some of the governmental units could be technically grouped under a parent agency or department. For instance, both the Farmers Home Administration and the Federal Crop Insurance

TABLE I PUBLIC AGENCIES IN GREATER GREENVILLE AREA

MUNICIPAL

1	CITY EXECUTIVE	CITY HALL, 5TH & WASHINGTON ST.
2	CITY CLERK	" "
3	CITY ENGINEER	" "
4	UTILITY COMMISSION	" "
5	POLICE DEPARTMENT	" "
6	CITY SOLICITOR*	" "
7	CLERK OF COURT*	" "
8	FIRE DEPARTMENT*	W. 5TH & GREENVILLE ST.
9	STREET DEPARTMENT	W. 3RD & NEW ST.
10	CITY SCHOOLS - ADMINIST. OFFICE	431 W. 5TH ST.
11	RECREATION COMMISSION	S. ELM ST.
12	REDEVEL. COMM. & HOUSING AUTHORITY	212 W. 2ND ST.

COUNTY

13	AUDITOR	COUNTY COURTHOUSE-3RD ST.
14	TAX DEPARTMENT	" "
15	SHERIFF	" "
16	REGISTER OF DEEDS	" "
17	CLERK OF COURT	" "
18	ELECTRICAL INSPECTOR*	" "
19	BOARD OF EDUCATION	TUCKER BLDC. - 3RD ST.
20	WELFARE DEPARTMENT	OLD HOSPITAL-709 JOHNSTON
21	AGRICULTURAL EXTENSION SERVICE	" "
22	DEVELOPMENT COMMISSION	209 S. EVANS ST.
23	MEMORIAL HOSPITAL*	FALKLAND HWY.
24	HEALTH DEPARTMENT	" "
25	A.B.C. BOARD*	121 N. COTANCHE ST.
26	SURPLUS FOOD DIST. CTR.*	MEMORIAL DRIVE
27	COUNTY JAIL*	BELVOIR HWY.

STATE

28	EMPLOYMENT SECURITY	1002 S. EVANS ST.
29	DRIVER'S LICENSE*	E. 10TH ST. EXT.
30	HIGHWAY PATROL*	E. 10TH ST. EXT.
31	COASTAL PLAIN MENTAL HEALTH CTR.	FALKLAND HWY.
32	HIGHWAY & P.W.C.*	OFFICE-BETHEL HWY.
33	HIGHWAY LANDSCAPE DEPARTMENT*	N.MEMORIAL DR. EXT.
34	PROBATION OFFICE - MEN*	COURTHOUSE-3RD ST. & CITY HALL-5TH & WASH. ST.
35	PROBATION OFFICE - WOMEN*	"
36	REVENUE DEPARTMENT	"
37	SANITARY ENGINEERING DIVISION*	2721 E. 10TH ST.
38	WATER RESOURCES DEPARTMENT	CITY HALL - 5TH & WASHINGTON ST.
39	FOREST SERVICE*	FIRE TOWER - RFD #2

FEDERAL

40	SOIL CONSERVATION SERVICE	OLD HOSPITAL-709 JOHNSTON ST.
41	FEDERAL CROP INSURANCE	" "
42	FARMERS HOME ADMINISTRATION	" "
43	AGRICULTURAL STABILIZATION & CONS.	" "
44	SOCIAL SECURITY ADMINISTRATION	205 BOYD AVE.
45	INTERNAL REVENUE SERVICE	209 S. EVANS ST.
46	U.S. GEOLOGICAL SURVEY-GROUND WATER DIV.	"
47	POST OFFICE*	EVANS & 3RD ST.
48	ARM FORCES RECRUITING STATIONS	"

OTHERS

49	CHAMBER OF COMMERCE & MERCHANTS ASSOC.	GEORGETOWNE SHOPPES
50	EASTERN N. C. DEVELOPMENT INST.	WRIGHT BLDC. E.C.C.
51	RED CROSS*	301A COTANCHE ST.
52	PITT-GREENVILLE AIRPORT COMM.	AIRPORT, N. MEMORIAL DR. EXT.
53	VETERANS COMMISSION	EDWARDS BLDC.

MAP I: LOCATIONAL DISTRIBUTION

- MUNICIPAL AGENCIES
- ▲ COUNTY AGENCIES
- STATE AGENCIES
- FEDERAL AGENCIES
- △ OTHERS

THE NUMBERS CORRESPOND TO
THOSE LISTED IN TABLE I OF TEST.



officially are under the jurisdiction of the U. S. Department of Agriculture. Nevertheless, they are listed separately in this survey because each of them requires independent office quarters, has its own functional requirement, and most likely serves its own particular sector of the public. Hence, these agencies are treated as independent entities regardless of their shared parental affiliations.

The level of information provided in this study does not go beyond that of general requirements which culminate in a series of suggestions or recommendations. In no instance are specific physical layouts in the form of architectural designs given or suggested. It is not the purported intent to reach that detailed a level of information or to aspire to touch upon the administrative or the financial matters within the agencies.

Several agencies received no further inquiry (See those with asterisks) after it was learned that they had no administrative quarters or even contemplate the acquisition of such in the near future. Some others, particularly those situated in the outlying areas, were clearly satisfied with both their space and location. These were also eliminated from the inquiry list. Information on a few others is incomplete due to a lack of response to both written and telephoned inquiries repeatedly directed their way.

SECTION III. METHOD OF INQUIRY

In September of 1965, survey questionnaires accompanied by transmittal letters explaining the purpose of the study were mailed to 37 public agencies. Those who failed to respond received a second set of the questionnaires one month later. In all, a total of 34 replies were obtained. In the survey, 16 questions covering various aspects of the office operation were asked. Two of the questions were open-ended; these afforded the spokesman to voice his opinions and to make suggestions. The contents of the inquiry consisted of the following sixteen items.

- 1/ Name of governmental agency surveyed and its governmental level.
- 2/ Current address of the agency.
- 3/ Current number of personnel.
- 4/ Anticipated number of employees at the end of ten years.
- 5/ A breakdown of current use of room areas, number of room areas and approximate square footage of each.
- 6/ Desired amount of floor space in order to ease present state of congestion (if any).
- 7/ Number of employees arriving at work by car and number of allotted off-street parking spaces for same.
- 8/ If public oriented in mode of operation, the number of off-street parking spaces reserved for public.
- 9/ Adequacy of existing location.
- 10/ Preferred location: downtown, outlying or others.
- 11/ Adequacy of close physical liaison with other administrative agencies - functional linkage.
- 12/ Physical conditions of office quarters, interior and exterior.
- 13/ Tenancy of office quarters, renting or otherwise.
- 14/ Efforts underway to correct the above problems.
- 15/ Statement of major problems confronting the operation of the office and of establishing a priority system.
- 16/ Remarks or suggestions.

The information contained in the returned survey sheets was duly processed, and the results are presented in chart form as shown in Table II on page 37. The table lists the names of the agencies and the types of deficiencies found in each. By using a penalty point system, the relative urgency for each office to take corrective measures has been established. Prevailing as well as significant trends or occurrences among the agencies surveyed are discussed in the next section titled: Observations and Findings. The general suggestions to rectify deficiencies of governmental agencies as a whole are contained in Section V. Those agencies, 13 in all, which incurred a higher than average number of penalty points are given individual attention in the final section of this study - Specific Analyses and Recommendations (Section VI.).

SECTION IV. OBSERVATIONS & FINDINGS

The more than fifty public agencies within the greater Greenville area show strong tendencies to group within the following areas:

- 1/ In and around the City Hall downtown.
- 2/ In and around the County Courthouse and Courthouse Annex downtown.
- 3/ In the so called "Old Hospital Building" on Johnston Street half a mile due east of downtown.
- 4/ In the vicinity of the Pitt Memorial Hospital on Falkland Highway (N. C. 43 West).

Within City Hall, Old Hospital, the Courthouse and its annex, 23 public agencies are concentrated. In spite of the recent relocation of two public offices away from the downtown area, 32 others remain in the center of the community. The

*The average cumulated penalty points for 34 agencies is 3.2. See Table II - Deficiency Chart. Those offices with 4 or more points are included in the Section VI.

Old Hospital Building and East Carolina College are not counted as downtown addresses. Public health or public works oriented agencies have formed their own outlying functional complexes in the Falkland Highway (N. C. 43 West) and Memorial Drive (U. S. 13 North) areas, respectively.

The information contained in Table II on page 37 enables one to make the following observations about the thirty-four offices surveyed.

Although some 23 agencies anticipate larger staffs within the near future, 16 of them, or nearly half of all the units surveyed, claim a serious lack of office space at present. Eight agencies profess dissatisfaction with the current arrangement of office space. However, none of the situations is serious enough to disrupt the daily office routine.

Severe cases of space shortage are reported by those agencies which occupy the Old Hospital Building. On the other hand, the municipal agencies in the City Hall experience congestion to a much lesser degree. Moreover, agencies located beyond the immediate downtown area, with few exceptions such as the Old Hospital, have no complaints about the shortage of office space.

The lack of off-street parking, both staff and visiting public alike, is a plague to at least half of all agencies. Municipal employees in City Hall are provided with adequate off-street parking facilities, but the public is afforded only a few metered on-street spaces. As a whole, downtown agencies reserve no off-street parking facilities for either their employees or the visiting public. On the other hand, all outlying agencies report satisfactory parking arrangements except the following: the two health agencies in the hospital complex and all the offices in the Old Hospital Building.

With the exception of the Utility Commission, all municipal agencies express contentment with their current locations. Likewise, the county, state and federal agencies are satisfied with the exception of those offices located in the Old Hospital Building. However, there are some agencies at that address which

express no particular dissatisfaction over their present location. The Old Hospital is situated in the midst of a residential neighborhood, restricted in accessibility by the barriers of the river to the north, the College to the south, and the gauntlets of congested downtown streets to the west. Hence, the building can be judged as locationally unsuitable.

The deficiency of functional linkage and the inconvenience in liaison, due to the diverse locations of functionally related agencies, receive the least complaint. Only two offices in the course of the survey were found to need better linkage. The administrative office of the Recreation Commission expressed preference for a closer physical tie with the municipal agencies within City Hall, and the County Board of Education stated that the office would function more efficiently if all three phases of their operation, administration, transportation and maintenance, could be brought closer together.

Besides those agencies located in the Old Hospital, only two others reported a physical deficiency of their office quarters. The exterior of the small cottage, housing the Redevelopment Authority, needs a minor degree of improving, and the interior of the Register of Deeds office, which is currently being renovated, needed repair at the time of inquiry.

Miscellaneous deficiencies of various descriptions were reported by eight offices. Since others will be discussed in the last section of this study, only one - the Division of Sanitary Engineering, a state agency, warrants some observations here. While subject to no other deficiency, the office needs one more room for conference purposes. The spokesman for the agency also believes that for the same monthly rent more room could be acquired elsewhere in the community; no preference of location was indicated. Since the mode of its operation is not oriented towards the general public, any location would suffice, provided that two rooms could be leased for the same rent.

Based upon the above observations, the following conclusions concerning the local public agencies have been reached.

- 1/ The level of governmental employment on the local scene will continue to increase. This anticipation, fully in line with the forecast of a parallel study*, is shared by all municipal and county agencies, and half of them experience a shortage of office space at present.
- 2/ Off-street parking facilities for both employees and visiting public alike are urgently needed for the downtown public agencies. The completion of the Courthouse Annex in fact has compounded the parking problem since this concentration of offices brings larger numbers of the visiting public to areas already suffering from limited parking space.
- 3/ The shortage of interior space, the lack of off-street parking facilities, and the restrictiveness of sites all render many downtown offices locationally unsuitable, and hasten the exits of others to the outlying areas. The attractiveness of a downtown location is thus negated by the above mentioned deterrents already found among several downtown offices.
- 4/ Remedial action is needed immediately to alleviate the inadequacies found in the Old Hospital Building. Offices located in this building score virtually in each and every category of deficiency devised for survey purposes. The lack of suitable office space elsewhere in the community and the current rent-free proposition are the major reasons why the offices continue to stay in the building.
- 5/ The office quarters are physically sound, in general. Besides those agencies noted in (4) above, building conditions, inside and out, are in good repair.

*See Appendices 'H' and 'I' in Population & Economy of Greenville, N. C., Div. of Community Planning, 1965

6/ Additional office quarters and related facilities will be needed for the new office positions soon to be created. Because there is rapid growth in the city and the county region at large, higher levels of services from both governments are demanded. It is highly probable that, before long, several new agencies will have to be created in answer to the demand, and adequate physical facilities will in turn have to be provided for them.

It is pointed out that the severity of incongruence for the 34 offices surveyed varies widely. The penalty scores range from zero to nine. Those agencies receiving four (4) penalty points or more are above group average in deficiency, and the necessity in taking action is deemed more urgent. Therefore, specific analyses and recommendations will be given individually in the final section on the thirteen (13) agencies, or 38% of the total, which have received four penalty points or more.

SECTION V. GENERAL RECOMMENDATIONS

Grounded on the above findings, observations, and conclusions, and on generally accepted planning standards, the following recommendations are offered.

RECOMMENDATION #1

It is recommended that off-street parking facilities* be provided for both employees and visiting public of those agencies located within the County Courthouse and the Courthouse Annex. Such facilities should be located no more than three hundred (300) feet away from the entrances of the buildings. The calculation of the number of spaces may be derived from the following rules of thumb:

- a/ For Staff: 1 space per each full time employee**
- b/ For Public: 1 space per every 6 visitors***

The parking facilities may be a part of a parking area that serves other institutions or stores in the vicinity as well. Currently, the best prospects for finding land for such a purpose are to the north or west of the Courthouse block in either one of the two Urban Renewal Project areas.

RECOMMENDATION #2

It is recommended that similar off-street parking facilities also be provided to supplement those which serve the employees in the Municipal Building. Not only the visiting public needs to be served, but also the new employees anticipated to join the staff within the next several years will need parking facilities. Rules of thumb similar to those above may be used in deriving the proper number of parking spaces. It should be noted,

*These recommendations are predicated on the assumption that, in the future, on-street parking within the downtown area will be greatly restricted if not totally eliminated, at least during working hours.

**Number of employees should be those anticipated in the end of ten years.

***Count the number of visiting public during a typical week day.

however, that the staff members of the Police Department serve on one of several daily shifts. Hence the proposed number of staff parking spaces should be adjusted accordingly, that is, to meet the demands of the projected size of the largest shift.

The best opportunity for the expansion of existing parking facilities is probably to the south of City Hall, in the areas adjacent to the Jarvis Memorial Methodist Church. It may be so arranged that during the weekdays the spaces would serve the municipal agencies, while on Sundays the church-attending public could use the spaces.

RECOMMENDATION #3

It is recommended that new office quarters be constructed for the governmental agencies due to be displaced by the razing of the Old Hospital Building. (See Recommendation #4 below). With the provision of proper supporting facilities, downtown Greenville remains the best location for such an office complex. The inherent convenience of face-to-face contacts offered by the downtown location must be adequately complemented by the expandability of new office quarters and an optimal supply of off-street parking spaces.

Initial decisions must be made to determine whether the office building shall be built by public authorities for governmental uses only, or by private developers leasing to both governmental and private agencies.

Two general alternatives exist for the siting of the office building. The first is to build it on the remainder of the Courthouse block with off-street parking located on the adjacent blocks; the other is to build it on the blocks adjacent to the Courthouse. At present, since there appears to be no clear cut advantage for one over another, the decision may best be postponed till more substantial information is known.

RECOMMENDATION #4

It is recommended that the use of the Old Hospital Building be permanently discontinued as soon as there are suitable quarters available to house the existing occupants. This building is

substandard and deficient in every way imaginable, and it should be demolished. Suggestions concerning the possible re-use of the land on which the building stands will be presented in another study* - Neighborhood Analysis of Greenville, N. C.

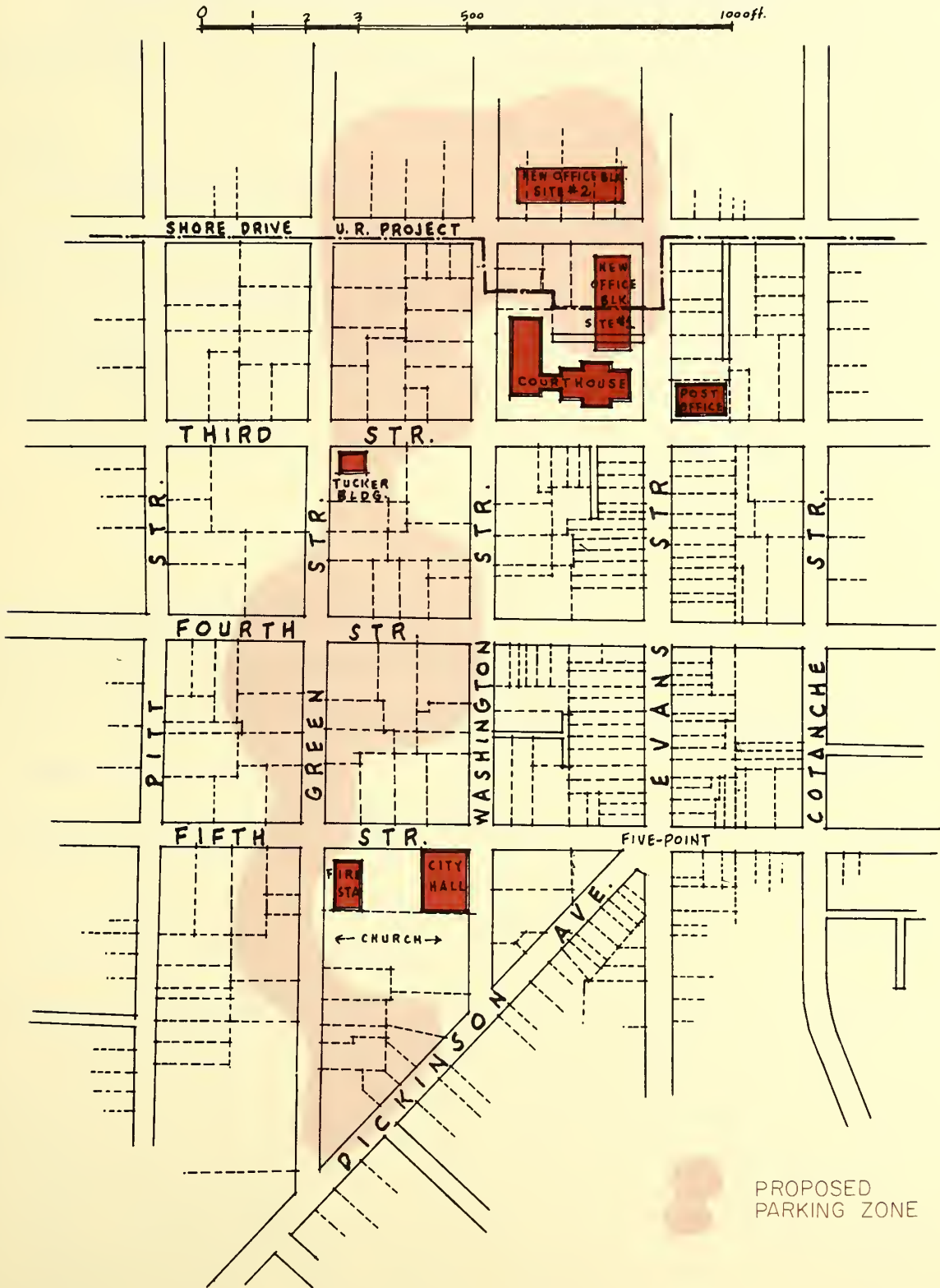
RECOMMENDATION #5

It is recommended that a master plan be drawn for the City Hall on the basis that the Utility Commission will eventually attain its own quarters elsewhere and new municipal personnel will be added. (See "Specific Recommendations" in the next section). Once the Utility Commission is relocated, there will certainly be ample office space for all other municipal departments (including the anticipated new offices) for years to come. What is needed immediately is the physical re-arrangement of several municipal offices which at present are inconveniently grouped in close quarters.

*See Neighborhood Analysis - Greenville, N. C.; to be published concurrently with this study by the Division of Community Planning

MAP II

POTENTIAL OFFICE & PARKING SITES



SECTION VI. SPECIFIC ANALYSES AND RECOMMENDATIONS

NAME OF OFFICE: City Executive - Mayor, City Manager and Building Inspectors

LOCATION: City Hall, 5th & Washington St.

EXISTING NUMBER OF EMPLOYEES: 5

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 7

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Mayor's Office	1	250
City Mgr.'s Office	1	250
Secretary & Building Inspector	1	180
Total	3	680

NUMBER OF EMPLOYEES ARRIVING BY CAR: 5

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: 5

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Downtown

PREFERRED LINKAGE WITH OTHER AGENCIES: None other than those currently located in City Hall.

BUILDING CONDITION: EXTERIOR: Excellent

BUILDING CONDITION: INTERIOR: Excellent

ANALYSIS & RECOMMENDATIONS: This group of offices is located on the ground floor of the City Hall to the west of the lobby. The liaison with either the public or the other municipal agencies is judged to be in good to excellent condition. One inconvenience readily stands out - unfortunately the secretary and the building inspectors must share the same office. The two inspectors should have their own enclosed office quarter(s) since the rapid increase of local construction activities and the inevitable broadening of the scope of their work tend to bring in larger numbers of the inquiring public. The minimum floor area needed for this use is about 150 square feet. Although not considered essential, the executive office could use a conference room in the future. A "multi-purpose" room, measuring approximately 200 square feet should be able to accommodate up to

fifteen (15) participants at a time. Circulation-wise this room should have ready access to either the mayor's or the city manager's office.

It is not premature to discuss the eventual establishment of the following offices: city planner and zoning administrator and possibly traffic engineer. Due to the rapid urbanization within the greater Greenville area, the level of complexity in planning, zoning and traffic matters has escalated to such a degree that extra professionals will soon be needed to handle these affairs. Individual office quarters should be properly assigned to these new personnel within the City Hall. At least one medium size office (200-250 square feet) or two smaller ones (150 square feet) are needed for such purposes. It is advantageous to have these offices located adjacent to the City Engineer's office since drafting and secretarial help may be feasibly shared. An adequate number of parking spaces for these employees should be furnished.

NAME OF OFFICE: Utility Commission

LOCATION: City Hall, 5th & Washington St.

EXISTING NUMBER OF EMPLOYEES: Approximately 150. (17 in Administrative Section)

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 200 (20-24 in Administrative Section)

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Bookkeeping	3	900
General Accounting	2	1,200
Cashier	2	1,000
Administrative Etc.	3	500
Total	10	3,600

NUMBER OF EMPLOYEES ARRIVING BY CAR: 17

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: 17

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Downtown or immediate vicinity

PREFERRED LINKAGE WITH OTHER AGENCIES: None in particular

BUILDING CONDITION: EXTERIOR: Excellent

BUILDING CONDITION: INTERIOR: Excellent

ANALYSIS & RECOMMENDATIONS:

The Utility Commission is located in the east wing of the City Hall, occupying all of the second floor and part of the first and third floors. Although a municipal agency usually handles the installation of utilities, all maintenance and business transactions for water, sewer, and electric power are handled by the Commission. By nature of its operation, the Commission is visited by many people paying and/or inquiring. The administration section of this operation is the portion being surveyed in this study. Despite a suitable general location and a good linkage with other agencies, the Utility Commission has reached the point where it must seek its own quarters since a growing shortage of office space, poor circulation between offices, and a total lack of parking facilities for the public decrease this agency's daily administrative efficiency.

The spokesman for the Commission indicated that another downtown location is strongly preferred. The two Urban Renewal projects may yet open up several other possibilities. A factor that must be considered in locating new administrative headquarters is a parking area adequate for both employees and the public. A drive-in window would also be advantageous for it would lessen considerably the requirement for off-street parking. Although the detailed space requirements cannot be determined at this preliminary stage, an estimated area of 10,000 to 15,000 square feet appears to be a reasonable "guesstimate". Assigned off-street parking for 25 employees is also a requisite.

NAME OF OFFICE: County Auditor's Office

LOCATION: County Courthouse, 3rd St.

EXISTING NUMBER OF EMPLOYEES: 7

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 10

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Main Clerical Area	1	1,200
Machine Room	1	320
Private Office	1	180
Archive Vault	1	1,290
Vault	1	150
Storage	1	40
Total	6	3,180

NUMBER OF EMPLOYEES ARRIVING BY CAR: 7

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: 2

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None.

PREFERRED OFFICE LOCATION: Downtown

PREFERRED LINKAGE WITH OTHER AGENCIES: None in particular

BUILDING CONDITION: EXTERIOR: Excellent

BUILDING CONDITION: INTERIOR: Excellent

ANALYSIS & RECOMMENDATIONS:

Having moved recently into the newly completed Courthouse Annex, the Auditor's office is subjected to no crowding at the present. With the expected addition of three new employees within the next decade, slight congestion may result. More serious is the proper housing of the new accounting equipment, the operation of which will require a separately enclosed working space that may take up approximately 250 to 300 square feet.

There is a strong possibility that within the next decade, the positions of County Manager as well as that of County Purchasing Agent will be established. The nature of their functions is such that office spaces within the Courthouse or Courthouse Annex should be provided for these officials and their supporting staffs.

Minimum space requirements for these two offices are as follows:

- a/ For County Manager's Office:
 - Private Office - 200 sq. ft.
 - Secretary & Reception - 120 sq. ft.
- b/ For County Purchasing Agent's Office
 - Private Office - 150 sq. ft.

Assigned off-street parking spaces, one for each employee, should be provided within 300 feet of the office.

NAME OF OFFICE: County Sheriff's Office

LOCATION: County Courthouse, 3rd St.

EXISTING NUMBER OF EMPLOYEES: 14 (includes 3 jailers and 8 deputies)

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 25-30 (7 more deputies, 4 more jailers)

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Reception-Clerical	1	430
Deputies' Office	1	190
Sheriff's Office	1	100
Vault & Storage	2	120
Total	5	840

NUMBER OF EMPLOYEES ARRIVING BY CAR: 13

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Downtown or in its immediate vicinity

PREFERRED LINKAGE WITH OTHER AGENCIES: Other county agencies, county jail in particular

BUILDING CONDITION: EXTERIOR: Excellent

BUILDING CONDITION: INTERIOR: Excellent

ANALYSIS & RECOMMENDATIONS:

Despite the newly renovated office quarters, space shortage remains a serious problem even for the present size of staff. Although the reception-clerical area and the sheriff's private office seem adequate space-wise, the deputies' quarters are definitely congested - eight deputies are currently sharing one room measuring 12 feet by 16 feet. In order to relieve the overcrowding, at least one similarly sized room (200 sq. feet) should be provided for the existing number of deputies.

For future space planning, the rule of thumb for the deputies' quarters should be: 50 square feet per deputy with four deputies sharing the space for three - that is, providing space for three-quarters of the staff, assuming the others would be on the road. Privacy can be partially insured by using low

partition walls to form cubicles. For interrogation and staff meeting purposes, a conference room measuring 250 square feet in area would suffice. Hence, for long range planning, the following additional office space is needed:

Deputies' Offices:	370 square feet
Conference Room:	250 square feet
Storage Space:	80 square feet
Total Additional Space	700 square feet

In accordance with the parking standards set forth on page 11, a proper number of assigned off-street parking spaces should be allotted within 300 feet of the office.

NAME OF OFFICE: County Department of Welfare

LOCATION: Old Hospital, 709 Johnston St.

EXISTING NUMBER OF EMPLOYEES: 36

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 45 - 50

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Casework	15	2700
Clerical	7	1800
Administrative	1	230
Total	23	4730

NUMBER OF EMPLOYEES ARRIVING BY CAR: 23

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: 1 - 2

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Downtown or outlying health centers

PREFERRED LINKAGE WITH OTHER AGENCIES: Either with County Administrative Offices or with health facilities such as hospital, mental health clinics, etc.

BUILDING CONDITION: EXTERIOR: Substandard

BUILDING CONDITION: INTERIOR: Substandard

ANALYSIS & RECOMMENDATIONS:

This agency is located on the upper floor of the Old Hospital Building on Johnston Street - the building that was recommended to be razed in the previous section. Virtually every type of deficiency has been incurred by this department (See Table II). Improvements in a variety of ways are, therefore, urgently needed.

Two types of locations are preferred - either in the downtown area close to the rest of the County Administrative Offices or in the outlying area adjacent to other health organizations with which the Welfare Department works closely.

The Tucker Building, from which the County School Board has recently moved, has been proposed as the Department's next location. This consideration is an improvement over the present

situation. Inadequacies in space, building condition, etc. would be greatly reduced, although far from completely solved.

If one were to plan beyond immediate relief, the long range solution seems to lie in a different direction. The department's mode of operation prescribes a distinct set of functional requirements. The Welfare Department deals with the particular sectors of the general public that come from all areas of Pitt County. Good accessibility by car is then a requisite for an optimal location. Necessary also is a sizeable parking area which should be located right next to the building. The office, because of the frequent visits by the very young, the old, and the infirm, should properly occupy the ground floor. An upper story location is definitely not ideal.

Due to the above mentioned prime requisites such as good vehicular accessibility, extensive parking area, large ground floor office space and close interaction with other health and welfare related organizations, this particular agency which deals exclusively with those who are sick, helpless, or poor, would be best located in an outlying area, close to the hospital and clinics.

The preliminary estimates for a new Department of Welfare office are as follows:

<u>Room Use</u>	<u>No. of Rooms</u>	<u>Floor Area (Sq. ft.)</u>
Casework	25-30	2500-3000
Clerical	5-7	2500
Projection or Conference	2	600-800
Administration	1	250
Public	1	500
Other	-	1500-2500
<u>Total</u>	<u>34-41+</u>	<u>7850-9550</u>
Parking - Staff		45 spaces
Parking - Public		40 spaces

NAME OF OFFICE: County Health Department

LOCATION: Falkland Highway

EXISTING NUMBER OF EMPLOYEES: 33 (plus 10 student nurses and
instructors)

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 50 (Not including
nurses)

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Offices	10	2,200
Clinics & Waiting Room	9	2,500
Total	19	4,700

NUMBER OF EMPLOYEES ARRIVING BY CAR: 41

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: 36

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Outlying area near hospital

PREFERRED LINKAGE WITH OTHER AGENCIES: Hospital

BUILDING CONDITION: EXTERIOR: Sound

BUILDING CONDITION: INTERIOR: Minor repair needed

ANALYSIS & RECOMMENDATIONS:

The County Health Department is located off the Falkland Highway on the Pitt Memorial Hospital and Coastal Plain Mental Health Clinic site. Since 1960 the Nursing School of East Carolina College has been utilizing the Department's facilities in training nursing students.

Besides the administrative routines handled by the Department, local physicians and specially trained personnel within the Department participate in the following clinics:

- crippled children
- neurological and sensory disease
- maternity and postpartum
- rheumatic fever
- tuberculosis
- speech and hearing
- well baby

Space shortage will be severe in the near future if the present level of medical service is to be maintained. This lack of additional clinic space precludes any hope of enlarging the scope of new medical programs such as: dental service to school children, home care, planned parenthood, etc. The spokesman from the Department indicated that a proposed Development Evaluation Clinic did not come to Pitt County because of the lack of suitable space. Comparable facilities such as the Nursing School could be lost in the future because of space inadequacies. A minimum of additional 4,700 square feet is needed in the Health Department in order to relieve the current state of congestion - 2200 square feet for office and clerical space and 2,500 square feet for clinical space and waiting rooms. The completion of additional spaces is essential in expediting the existing programs.

The Health Department is the only public-oriented governmental agency located in the outlying area without any parking provisions for the visiting public who must arrive by car because of its outlying location. The resulting congestion during peak clinic hours when students are also in training cannot long be tolerated. A paved parking lot capable of accommodating at least 60 cars, with reserved space to handle 20 to 30 more within the next five years, is immediately needed.

The department administrator reported that the otherwise satisfactory physical structure contains too much footage of window wall resulting in high heating and cooling loads for the building's mechanical system. It is believed that this flaw could be corrected without extensively renovating either the building facade or the air conditioning system.

NAME OF OFFICE: Agricultural Extension Service

LOCATION: Old Hospital, 709 Johnston St.

EXISTING NUMBER OF EMPLOYEES: 14

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 16

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Offices	12	1400
Auditorium and Laboratory	2	680
Storage	7	350
Total	21	2430

NUMBER OF EMPLOYEES ARRIVING BY CAR: 14

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: None in particular

PREFERRED LINKAGE WITH OTHER AGENCIES: Other agricultural agencies

BUILDING CONDITION: EXTERIOR: Substandard

BUILDING CONDITION: INTERIOR: Substandard

ANALYSIS & RECOMMENDATIONS:

This governmental agency is located in the Old Hospital Building, the numerous deficiencies of which have been repeatedly discussed in previous sections. The large number of penalty points accumulated for the Agricultural Extension Service signifies an immediate need for remedial action. The explanations as to why this and five other offices (see others in this section) maintain their quarters in the Old Hospital Building are: first, there are no suitable facilities in the city that fulfill the functional needs of these offices, and secondly, the present arrangement is rent-free.

Space-wise, preliminary estimates for various room uses in new quarters are as follows:

<u>Room Use</u>	<u>No. of Rooms</u>	<u>Floor Area (Sq. ft.)</u>
Offices	12	1,500
Auditorium/Laboratory	2	800
Conference	1	400
Storage Facilities	-	800
Total	15+	3,500

An off-street parking area capable of accommodating 25 to 30 cars is needed. Of this number, 16 spaces should be reserved for the staff members and the remainder for the visiting public.

This office needs no particular location within the greater Greenville area, although it does need to be situated near other agricultural agencies. Because of this office's functional requirements, the logical location would point to an outlying address, but the two Urban Renewal Projects in the downtown area open up opportunities and inducements which hitherto would not have been available in a typical downtown office, such as: a choice of several locations, adequate amount of expandable floor space, and an ample supply of off-street parking spaces.

Due to these considerations, it is proper to recommend a downtown location, providing that the three conditions enumerated above are simultaneously fulfilled.

NAME OF OFFICE: Soil Conservation Service

LOCATION: Old Hospital, 709 Johnston St.

EXISTING NUMBER OF EMPLOYEES: 14

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 18

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Records & Reports	7	900

NUMBER OF EMPLOYEES ARRIVING BY CAR: 14

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: None in particular

PREFERRED LINKAGE WITH OTHER AGENCIES: Farmers Home Administration, Agricultural Stabilization & Conservation Service, Federal Crop Insurance Corporation, Agricultural Extension Service

BUILDING CONDITION: EXTERIOR: Substandard

BUILDING CONDITION: INTERIOR: Substandard

ANALYSIS & RECOMMENDATIONS:

The analysis and recommendations for this agency are the same as that of the Agricultural Extension Service discussed previously. Only the floor space and off-street parking requirements differ.

Estimated space requirements for a new office quarters are as follows:

<u>Room Use</u>	<u>No. of Rooms</u>	<u>Floor Area (Sq. ft.)</u>
Reception & Secretary	1	150
Offices	10	1,500
Storage & Others	-	350
Conference	1	300
Total	12+	2,300

Off-street parking which is capable of accommodating 25 cars is required. Of this number, 18 spaces should be set aside for the employees.

NAME OF OFFICE: Federal Crop Insurance Corporation

LOCATION: Old Hospital, 709 Johnston St.

EXISTING NUMBER OF EMPLOYEES: 5 (1 full-time)

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 7 (2 full-time)

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Offices	2	350

NUMBER OF EMPLOYEES ARRIVING BY CAR: 5

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: None in particular

PREFERRED LINKAGE WITH OTHER AGENCIES: Either with the financial institutions or with other agricultural agencies, or both.

BUILDING CONDITION: EXTERIOR: Substandard

BUILDING CONDITION: INTERIOR: Substandard

ANALYSIS & RECOMMENDATIONS:

A similar analysis and recommendations for Agricultural Extension Service and other agencies in the Old Hospital Building apply for this office with variations in only floor space and parking requirements.

Space requirements for new office quarters would be as follows:

<u>Room Use</u>	<u>No. of Rooms</u>	<u>Floor Area (Sq. ft.)</u>
Offices	3	450
Storage & Others	-	150
Conference	1	200
Total	4+	800

Off-street parking of six spaces should be provided for the employees with four additional spaces reserved for the visiting public.

NAME OF OFFICE: Farmers Home Administration

LOCATION: Old Hospital, 709 Johnston St.

EXISTING NUMBER OF EMPLOYEES: 6

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 11

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Offices	4	600

NUMBER OF EMPLOYEES ARRIVING BY CAR: 6

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: None in particular

PREFERRED LINKAGE WITH OTHER AGENCIES: County Administrative
Offices or other agricultural agencies

BUILDING CONDITION: EXTERIOR: Substandard

BUILDING CONDITION: INTERIOR: Substandard

ANALYSIS & RECOMMENDATIONS:

A prescription for alleviating the maladies of this office would be comparable to those of the others situated in the Old Hospital Building. The only difference in the recommendations would be in office space and off-street parking requirements.

To meet the demands of the future, the following office space would be needed in new quarters:

<u>Room Use</u>	<u>No. of Rooms</u>	<u>Floor Area (Sq. ft.)</u>
Offices	6	750
Conference	1	300
Secretary/Public	1	300
Storage & Others	-	250
Total	8+	1600

Requirements for off-street parking indicate that there are ten spaces for staff needed and five to seven needed for the visiting public.

Unlike other agriculturally related offices in the area, the Farmers Home Administration is an expanding agency in both scope and staff size. The staff will expand to eight before mid-1966. More positions would have long been filled were it not for the lack of office space to accommodate new staff members. Lately, the positions for another supervisor, a home management specialist, and at least one more clerk have been authorized. In view of this analysis, the above estimates can be considered to be on the conservative side. In line with this conservative estimate, parking requirements projected for the future have been set accordingly.

NAME OF OFFICE: Agricultural Stabilization & Conservation Service

LOCATION: Old Hospital, 709 Johnston St.

EXISTING NUMBER OF EMPLOYEES: 11 (25 during summer)

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: No increase

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Offices	3	350
Public/Clerical	1	180
Total	4	530

NUMBER OF EMPLOYEES ARRIVING BY CAR: 11

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: None in particular

PREFERRED LINKAGE WITH OTHER AGENCIES: Other agricultural agencies

BUILDING CONDITION: EXTERIOR: Substandard

BUILDING CONDITION: INTERIOR: Substandard

ANALYSIS & RECOMMENDATIONS:

A diagnosis of deficiencies similar to that of other agencies located within the Old Hospital Building applies here. Only the suggestions for the amount of new office spaces and off-street parking differ.

The requirements of new office space include the following:

<u>Room Use</u>	<u>No. of Rooms</u>	<u>Floor Area (Sq. ft.)</u>
Offices	5	600
Conference	1	300
Public/Clerical	1	300
Storage & Others	-	200
Total	7+	1,400

The off-street parking facilities needed for the ASCS offices are eleven spaces for staff members and ten spaces for the visiting public - totaling 21 spaces.

NAME OF OFFICE: Post Office (Main Office)

LOCATION: Evans & 3rd Sts.

EXISTING NUMBER OF EMPLOYEES: 40-45 (in the Main Office)

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 70-80 (in the
Main Office)

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
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Information not available

NUMBER OF EMPLOYEES ARRIVING BY CAR: Not available

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: Not available

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Downtown

PREFERRED LINKAGE WITH OTHER AGENCIES: None

BUILDING CONDITION: EXTERIOR: Sound

BUILDING CONDITION: INTERIOR: Minor Repair Needed

ANALYSIS & RECOMMENDATIONS:

The elegant structure that houses the main office is located at the northeast corner of Third and Evans Streets. A branch office, known as the East Carolina College Branch, is located on Tenth Street.

Space-wise the building is presently considered to be adequate. However, with the anticipated doubling of the staff within the coming decade, the feasibility of expanding the existing physical plant becomes a crucial factor. Without resorting to the purchase of the neighboring property at a high cost, the possibility of expansion is slim indeed since the site on which the Post Office is situated is already fully utilized. There is barely room for the maneuvering of trucks, and no space is assigned for employees parking on the site. It is hoped that the Urban Renewal Project will provide opportunities for the Post Office to find space for the physical expansion of the building as well as for the provision of the proper amount of off-street parking for both employees and the public.

NAME OF OFFICE: Chamber of Commerce & Merchants Association

LOCATION: Georgetowne Shoppes

EXISTING NUMBER OF EMPLOYEES: 10

ANTICIPATED NUMBER OF EMPLOYEES IN TEN YEARS: 25

OFFICE ROOM USE, NUMBER & SIZE:

<u>ROOM USE</u>	<u>NO. OF ROOMS</u>	<u>FLOOR AREA (Sq. ft.)</u>
Office & Reception Room, etc.	7	Approx. 2,000

NUMBER OF EMPLOYEES ARRIVING BY CAR: 10

NUMBER OF OFF-STREET PARKING SPACES FOR EMPLOYEES: None

NUMBER OF OFF-STREET PARKING SPACES FOR VISITING PUBLIC: None

PREFERRED OFFICE LOCATION: Downtown or vicinity

PREFERRED LINKAGE WITH OTHER AGENCIES: None

BUILDING CONDITION: EXTERIOR: Excellent

BUILDING CONDITION: INTERIOR: Excellent

ANALYSIS & RECOMMENDATIONS:

This agency, representing the local business community, is the sum total of three quasi-public organizations: The Chamber of Commerce, the Merchants Association and the Credit Bureau. Situated at the inner end of a small in-town shopping center known as the Georgetowne Shoppes, the office extends to two floors, connected by a private stairway.

There are few complaints about a lack of interior office space. An additional 1,000 square feet would eliminate any inadequacy in this respect, the spokesman for this office estimated.

More serious is the parking problem. The office currently shares a very small parking area with several thriving stores and eating places, some of which are open at all hours and a constant vehicular tie-up is the result. It does not appear, however, that much can be done to help relieve this situation so long as the office remains at this location.

Although there is nothing particularly unsuitable about its present location, it is the management's opinion that for about the same rent, a larger interior office space with far better off-street facilities can be obtained in approximately the same area in relation to downtown. From a land-use standpoint, its present address lends itself more to commercial establishments rather than office or institutional.

TABLE II DEFICIENCY CHART

NAME OF AGENCY	SPATIAL DEFICIENCY			PARKING DEFICIENCY		LOCATIONAL DEFICIENCY		STRUCTURAL DEFICIENCY		OTHERS	TOTAL SCORE
	FLOOR AREA	CIRCULATION	ADDITIONAL PERSONNEL	EMPLOYEE	PUBLIC	EXISTING LOCATION	FUNCTIONAL LINKAGE	INTERIOR	EXTERIOR		
CITY EXECUTIVE	X	X	X	-	X	-	-	-	-	-	4
CITY CLERK	X	-	X	-	X	-	-	-	-	-	3
CITY ENGINEER	X	-	X	-	X	-	-	-	-	-	2
UTILITY COMMISSION	X	X	X	-	X	X	-	-	-	-	5
POLICE DEPARTMENT	X	-	X	-	X	-	-	-	-	-	3
STREET DEPARTMENT	-	-	X	-	-	-	-	-	-	-	1
CITY SCHOOLS	-	-	X	-	-	-	-	-	-	-	1
RECREATION COMMISSION	X	-	X	-	-	-	X	-	-	-	3
REDEV. COMM. & HOUS. AUTH.	-	-	X	-	-	-	-	-	X	-	2
AUDITOR	-	-	X	X	X	-	-	-	-	X	4
TAX DEPARTMENT	-	-	-	X	X	-	-	-	-	-	2
SHERIFF	X	-	X	X	-	-	-	-	-	X	4
REGISTER OF DEEDS	-	-	X	X	-	-	-	X	-	-	2
CLERK OF COURT	-	-	X	X	X	-	-	-	-	-	3
BOARD OF EDUCATION	-	-	X	X	-	-	X	-	-	-	3
WELFARE DEPARTMENT	X	X	X	X	X	X	-	X	X	X	9
HEALTH DEPARTMENT	X	-	X	-	X	-	-	-	-	X	4
AGRIC. EXTENS. SERVICE	X	-	-	X	X	X	-	X	X	-	6
DEVELOPMENT COMMISSION	-	-	-	-	-	-	-	-	-	-	0
EMPLOYMENT SECURITY	-	-	-	-	-	-	-	-	-	-	0
SANITARY ENGINEERING	X	-	-	-	-	-	-	-	-	X	2
WATER RESOURCE	-	-	-	X	-	-	-	-	-	-	1
SOIL CONSERVATION SERVICE	X	-	X	X	X	X	-	X	X	X	8
FEDERAL CROP INSURANCE	X	-	-	X	X	X	-	X	X	-	6
FARMERS HOME ADMINIST.	X	X	X	X	X	X	-	X	X	-	8
AGRIC. STABIL. & CONSERV.	X	X	-	X	X	X	-	X	X	-	7
SOCIAL SECURITY ADMIN.	-	-	X	-	-	-	-	-	-	-	1
INTERNAL REVENUE SERVICE	-	X	-	-	X	-	-	-	-	X	2
U.S.G.S. - GROUND WATER DIV.	-	-	-	-	-	-	-	-	-	-	0
POST OFFICE	-	X	X	X	X	-	-	-	-	X	5
PITT-GREENVILLE AIRPORT COMM.	-	-	-	-	-	-	-	-	-	-	0
EAST N. C. DEVELOPMENT INST.	-	-	X	X	-	X	-	-	-	-	3
COASTAL PLAIN MENTAL HEALTH CTR.	-	-	X	-	X	-	-	-	-	-	2
CHAMBER OF COMMERCE	X	X	X	X	-	-	-	-	-	-	4
TOTAL	16	8	23	15	18	8	2	7	7	8	Ave:3.2



